



Republic of the Philippines  
**BATANGAS STATE UNIVERSITY ALANGILAN**  
Alangilan, Batangas City

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### **HUMAN RESOURCE MANAGEMENT OFFICE**

Batangas State University is seeking applications from competent candidates, regardless of sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation to fill the following positions:

**1. One (1) Mason I**

**(Under Job Order Status; To be assigned at Project and Facility Management Office BatStateU Alangilan)**

**Education:** Elementary Graduate

**Experience:** At least 1-year experience

**Expertise:** Carpentry Skills; Communication Skills; and Professional Integrity

**Eligibility:** None required

**Salary Grade 3 – (92.54/hour)**

#### **Duties and Responsibilities:**

- Making estimates of material to be used to certain projects for constructions;
- Laying out of concrete hollow blocks;
- Performs in construction of drainage and other flood controls;
- Performs in concrete wall finishing;
- Tile setting of floors and walls in every building of the campus;
- Performs carpentry, plumbing and electrical jobs as required by the immediate superior; and
- Performs other related jobs as maybe directed by immediate supervisor.

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below **not later than, February 5, 2022.**

1. Updated resume
2. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
3. Performance rating in the last rating period (if applicable);
4. Scanned copy of Transcript of Records;
5. Scanned copy of Diploma;
6. Scanned copy of other credentials:
  - Certificate of Seminars/Training attended; and
  - Certificate of Employment (if previously employed)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

Qualified applicants may send their application letter addressed to the **Chancellor, BatStateU – Alangilan, Dr. Jessie A. Montalbo, thru Engr. Suzette M. Mercado, Head of HRMO**, together with your updated resume, and other credentials at **[recruitmentand\\_hiring.alangilan@g.batstate-u.edu.ph](mailto:recruitmentand_hiring.alangilan@g.batstate-u.edu.ph) with the Subject - **ATTN: Application as Mason I - PFMO. Submission of application is only from January 27, 2022 to February 5, 2022.****

The above positions are for immediate hiring. Terms and condition of employment will be discussed during interview. For additional information you may also call 980-0385 local 2105.